

**REQUIRED FEE AND DOCUMENTS FOR FILING
A VOLUNTARY CHAPTER 7 PETITION ***INDIVIDUAL/JOINT DEBTOR(S)*****

There is a fee for filing a Chapter 7 petition. The current filing fee may be obtained from the [Court's website](#) or the Clerk's office.

The following documents must be filed with the petition or filed within the stated time limits. Failure to do so may result in dismissal of the case. Official forms are available from the Court's website or the Clerk's office. You must use the current version of the official forms.

| U | Document | Time Limits | Legal References | Notes |
|---|--|--|---|--|
| | Petition (Official Form 1) | MUST be submitted to commence a case. | F.R.B.P. 1002 | |
| | Exhibit D (Exhibit to Petition) (Exhibit to Official Form 1) | Must be submitted with petition. | Interim Rules 1007(b)(3), 1007(c) | |
| | Disclosure of Compensation of Attorney (B 203) Instructions | Must be submitted with petition or within 14 days | 11 U.S.C. § 329 F.R.B.P. 2016(b) | ONLY REQUIRED IF: debtor is represented by an attorney |
| | Notice to Debtor by Non-Attorney Bankruptcy Petition Preparer (B19) | Must be submitted with petition. | 11 U.S.C. § 110 | ONLY REQUIRED IF: petition is prepared by non-bankruptcy petition preparer |
| | Statement of Financial Affairs with Declaration Signed by Debtor (Official Form B7) Instructions | Must be submitted with petition or within 14 days. | F.R.B.P. 1007(b)&(c) | Questions 1 – 18 are to be completed by all debtors. Debtors that are or have been in business must also complete Questions 19 – 25. |
| | Chapter 7 Individual Debtor's Statement of Intention (Official Form B8) | If required, must be submitted within 30 days of filing the petition or by the date set for the Section 341 meeting of creditors, whichever is earlier. | 11 U.S.C. § 521(2) F.R.B.P. 1007(b)(2) | ONLY REQUIRED IF DEBTOR'S SCHEDULE D CONTAINS CONSUMER DEBTS SECURED BY THE PROPERTY OF THE ESTATE |
| | Schedule A – Real Property (Form B6A) | Must be submitted with petition or within 14 days. | 11 U.S.C. § 521(a)(1)(B)(i) F.R.B.P. 1007(b)&(c) | |

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| REQUIRED FEE AND DOCUMENTS FOR FILING A VOLUNTARY CHAPTER 7 PETITION ***INDIVIDUAL/JOINT DEBTOR(S)*** (page 2) | | | | |
|---|--|--|--|--|
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| | Schedule B – Personal Property (Form B6B) | Must be submitted with petition or within 14 days. | 11 U.S.C. § 521(a)(1)(B)(i) F.R.B.P. 1007(b)&(c) | All three (3) pages must be submitted. |
| | Schedule C –Property Claimed as Exempt (Form B6C) | Must be submitted with petition or within 14 days. | 11 U.S.C. § 521(a)(1)(B) F.R.B.P. 1007(b)&(c) | |
| | Schedule D – Creditors Holding Secured Claims (Official Form B6D) | Must be submitted with petition or within 14 days. | 11 U.S.C. § 521(a)(1)(B)(i) F.R.B.P. 1007(b)&(c) | |
| | Schedule E – Creditors Holding Unsecured Priority Claims (Official Form B6E) | Must be submitted with petition or within 14 days. | 11 U.S.C. § 521(a)(1)(B)(i) F.R.B.P. 1007(b)&(c) | Two (2) pages must be submitted. If debtor indicates there are unsecured priority claims, additional pages listing the creditors' information must also be provided. |
| | Schedule F– Creditors Holding Unsecured Nonpriority Claims (Official Form B6F) | Must be submitted with petition or within 14 days. | 11 U.S.C. § 521(a)(1)(B)(i) F.R.B.P. 1007(b)&(c) | |
| | Schedule G – Executory Contracts and Unexpired Leases (Form B6G) | Must be submitted with petition or within 14 days. | F.R.B.P. 1007(b)&(c) | |
| | Schedule H – Codebtors (Form B6H) | Must be submitted with petition or within 14 days. | | |
| | Schedule I – Current Income of Individual Debtor(s) (Official Form B6I) | Must be submitted with petition or within 14 days. | 11 U.S.C. § 521(a)(1)(B)(ii) F.R.B.P. 1007(b)&(c) | |
| | Schedule J – Current Expenditures of Individual Debtor(s) (Official Form B6J) | Must be submitted with petition or within 14 days. | 11 U.S.C. § 521(a)(1)(B)(ii) F.R.B.P. 1007(b)&(c) | |
| | Summary of Schedules with Statistical Summary of Certain Liabilities and Related Data (Official Form B6 – Summary) Cover Sheet | Must be submitted with petition or within 14 days. | | Both pages must be submitted. |
| | Declaration Concerning Debtor's Schedules (Official Form 6 – Declaration) | Must be submitted with petition or within 14 days. | | |
| | Statement of Current Monthly Income and Means Test (Form B22A) | Must be submitted with petition or within 14 days. | Interim Rules 1007(b)(4), 1007(c) | Box on top of form needs to be checked. |

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REQUIRED FEE AND DOCUMENTS FOR FILING A VOLUNTARY CHAPTER 7 PETITION

*****INDIVIDUAL/JOINT DEBTOR(S)***** (page 3)

THE FOLLOWING DOCUMENTS ARE ALSO REQUIRED TO BE FILED OR SUBMITTED SEPARATELY:

| U | Document | Time Limits | Legal References | Notes |
|---|--|--|---|---|
| | Creditor Matrix | MUST be submitted at time of filing petition | F.R.B.P. 1007(a) | See instructions in the Attorney CM/ECF Manual for formatting, saving, and uploading the creditor matrix. |
| | Certificate from Credit Counseling Agency and copy of Debt Repayment Plan , if any developed through Credit Counseling Agency (No Official Form – this will be provided to debtor by the Credit Counseling Agency) | If Exhibit D indicates the certificate is attached, certificate must be submitted with the petition (but filed separately). If Exhibit D states the debtor has received credit counseling, but does not have the certificate, must be submitted within 14 days | 11 U.S.C. § 521(b)(1) 11 U.S.C. § 521(b)(2) Interim Rules 1007(b)(3), 1007(c) | Filed as a separate docket entry from the petition. If box (3) is checked a separate motion needs to be filed for Case Administrator to set up hearing. |
| | Statement of Social Security Number(s) (Official Form 21) | MUST be e-mailed or submitted in paper, not e-filed , at time of filing petition. | F.R.B.P. 1007(a) | See instructions for submission in “Forms” section of the Court’s website. |
| | Application to Pay Filing Fee in Installments | MUST be filed separately. (If not, see instructions in the Staff Manual for “How to Process Incorrectly E-Filed Installment Apps”) | Del.Bankr.LR 1006-1(a) | |
| | IFP Waiver (Official Form B3B) | | | This needs to go to chambers for approval. Email completed Application, as well as Schedules I & J to the Judge assigned. See IFP instructions in staff manual. |

NOTE: The debtor must also provide payment advices/pay statements to the U. S. Trustee (within 14 days of filing the petition) and the Bankruptcy Trustee (on or before 341 meeting). For more information, see the [General Order Re: Filing of Payment Advices entered by the Court](#) on 10/14/05. Also see the Court’s local [Notice to Individual Consumer Debtor](#) form.

REQUIRED FEE AND DOCUMENTS FOR FILING A VOLUNTARY CHAPTER 7 PETITION

*****BUSINESS DEBTOR***** (page 4)

There is a fee for filing a chapter 7 petition. The current filing fee may be obtained from the [Court's website](#) or the Clerk's Office.

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| U | Document | Time Limits | Legal References | Notes |
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| | Petition (Official Form 1) | MUST be submitted to commence a case. | F.R.B.P. 1002 | |
| | Disclosure of Compensation of Attorney (B 203) Instructions | Must be submitted with petition or within 14 days | 11 U.S.C. § 329 F.R.B.P. 2016(b) | ONLY REQUIRED IF: debtor is represented by an attorney |
| | Statement of Financial Affairs with Declaration Signed by Debtor (Official Form B7) Instructions | Must be submitted with petition or within 14 days. | F.R.B.P. 1007(b)&(c) | Questions 1 – 18 are to be completed by all debtors. Debtors that are or have been in business must also complete Questions 19 – 25. |
| | Schedule A – Real Property (Form B6A) | Must be submitted with petition or within 14 days. | 11 U.S.C. § 521(a)(1)(B)(i) F.R.B.P. 1007(b)&(c) | |
| | Schedule B – Personal Property (Form B6B) | Must be submitted with petition or within 14 days. | 11 U.S.C. § 521(a)(1)(B)(i) F.R.B.P. 1007(b)&(c) | All three (3) pages must be submitted. |
| | Schedule D – Creditors Holding Secured Claims (Official Form B6D) | Must be submitted with petition or within 14 days. | 11 U.S.C. § 521(a)(1)(B)(i) F.R.B.P. 1007(b)&(c) | |
| | Schedule E – Creditors Holding Unsecured Priority Claims (Official Form B6E) | Must be submitted with petition or within 14 days. | 11 U.S.C. § 521(a)(1)(B)(i) F.R.B.P. 1007(b)&(c) | Two (2) pages must be submitted. If debtor indicates there are unsecured priority claims, additional pages listing the creditors' information must also be provided. |

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| <p align="center">REQUIRED FEE AND DOCUMENTS FOR FILING A VOLUNTARY CHAPTER 7 PETITION ***BUSINESS DEBTOR*** (cont. page 5)</p> | | | | |
| U | Document | Time Limits | Legal References | Notes |
| | Schedule F– Creditors Holding Unsecured Nonpriority Claims (Official Form B6F) | Must be submitted with petition or within 14 days. | 11 U.S.C. § 521(a)(1)(B)(i) F.R.B.P. 1007(b)&(c) | |
| | Schedule G – Executory Contracts and Unexpired Leases (Form B6G) | Must be submitted with petition or within 14 days. | F.R.B.P. 1007(b)&(c) | |
| | Schedule H – Codebtors (Form B6H) | Must be submitted with petition or within 14 days. | | |
| | Summary of Schedules with Statistical Summary of Certain Liabilities and Related Data (Official Form B6 – Summary) Cover Sheet | Must be submitted with petition or within 14 days. | | Both pages must be submitted. |
| | Declaration Concerning Debtor’s Schedules (Official Form 6 – Declaration) | Must be submitted with petition or within 14 days. | | |
| THE FOLLOWING ARE ALSO REQUIRED TO BE FILED OR SUBMITTED SEPARATELY: | | | | |
| | Creditor Matrix | MUST be submitted at time of filing petition | F.R.B.P. 1007(a) | See instructions in the Attorney CM/ECF Manual for formatting, saving, and uploading the creditor matrix. |

Additional References: Committee Notes for forms posted with official forms. [Click here](#) to go to forms link.

Last Updated: May 2011